

**DEPUTY CHIEF - EMS
FIRE & RESCUE DEPARTMENT**

EXEMPT
SALARY LEVEL: Grade 25

JOB CODE: 161
DATE: 7/1/12

SUMMARY: Performs difficult protective services and administrative work in the field of emergency operations, training and emergency medical services; does related work as required. Work is performed under general supervision. Limited supervision is exercised over a medium group of fire & rescue Battalion Chiefs and administrative personnel. Limited supervision may be exercised over a large group of personnel during emergency incidents.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain a satisfactory attendance. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may also be assigned.

- Conducts inspections for compliance with Virginia Department of Health EMS Rules and Regulations.
- Oversees department's infectious disease program.
- Oversees department's Fee for Service program.
- Plans, supervises and implements EMS public education programs for citizens.
- Supervises and maintains the child safety seat program for the department.
- Conducts or coordinates educational injury prevention programs, lectures and demonstrations upon request.
- Answers inquiries from the public regarding EMS.
- Supervises assigned first line supervisors in related field.
- Conducts and supervises emergency operations.
- Conducts evaluations of all operational subordinates.
- Supervises emergency scenes of Fire, EMS and Hazardous Materials.
- Oversees assigned budget.
- Responsible for obtaining information on assigned grants.
- Supervises department EMS training and hour requirements.
- Oversees department quality control program.
- Oversees the departments EMS team.
- Maintains ALS certifications.
- Serves as the Department's alternate HIPAA compliance officer.
- Communicates and coordinates with volunteer members and volunteer officers.

QUALIFICATION REQUIREMENTS:

Education and/or Experience: Any combination of education and/or experience equivalent to a Bachelor's Degree in a related field is required. A minimum of two (2) years of service as a Battalion Chief within the City of Winchester Fire and Rescue Department. Maintain a level of Emergency Medical Technician – Intermediate certification; Paramedic certification is preferred. EXCELL Academy as offered by the City of Winchester. Extensive experience in emergency medical services, fire suppression, fire prevention, rescues and hazardous materials are preferred.

Certificates, Licenses, Registrations: Possession of a valid and appropriate driver's license. Possess valid and appropriate certificates in addition to the previous level of the career development program: Fire Instructor Level II and Fire Officer Level III. Certificates must be available and recognized by the Commonwealth of Virginia. Requirements specified in the NIMS compliance manual. Participate in and maintain good physical condition as prescribed in the Department's Physical Conditioning and Wellness Program.

Note Previous ALS Incentive pay will not be reduced at this level.

Language Skills: Ability to read and comprehend laws and policies. Ability to write documents of all types using proper grammar, punctuation and spelling. Ability to speak and communicate effectively using correct English.

Other Knowledge, Skills and Abilities: Thorough knowledge of modern principles and techniques of emergency medical service, fire, rescue, and hazardous materials. Administrative ability. Ability to plan assignments and directs the work of all fire and rescue personnel. Coordination with state and local agencies. Participation on appropriate local, regional, and state committees pertaining to emergency medical services when requested.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS: The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Employee is to be a non-tobacco user.

Required Physical Activities: Requires considerable physical effort working continuously with average and frequently heavy weight or frequent requirements for long periods of, but not limited to climbing, balancing, lifting, stooping, kneeling, crouching, walking, running, jumping, crawling, lifting, pushing and hoisting.

Vision Requirements: Minimum standards as required by the Department of Motor Vehicles and corrected to 20/20.

Environmental Conditions: Work is performed inside and outside, in all weather conditions. Additionally, work is performed during emergency conditions and in environments with immediate danger to life and health; requiring the utilization of various personal protective devices.

EQUIPMENT ESSENTIAL TO DO THE JOB: Fire, Rescue and Hazardous Materials Apparatus (Pumpers, Aerial Devices, Specialized Apparatus, and EMS Transport Units) Ladders, Fire Hoses, Nozzles, Defibrillators, SCBA, PPE, Compressors, Power Equipment, Data Processing and other various office equipment.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned and required by management. The City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Name

Approved:



Dale Iman, City Manager

July 1, 2012